

Create EFT File - GRT8020

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This page is used to create an EFT file for the bank to process EFT payments for grant reimbursement requests.

Electronic fund transfer (EFT) is a method of electronically transferring funds to a vendor for payment. The transfer is accomplished by creating an EFT file during a payment run. The file is sent to the bank to be transmitted to an automated clearing house (ACH). The ACH is a centralized, federal reserve bank that transmits the necessary data for electronically transferring funds to the vendor's participating depository financial institution (DFI).

Notes:

- The member's bank information must either be completed on the Grants and Projects > Tables > SSA Members > Bank Code or the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab (if the member uses the same account information for vendor EFT payments). Otherwise, the create EFT file process cannot be performed.
- Grants and Projects EFT files cannot be created in Finance and vice versa.

Create an EFT file:

There are two types of EFT file options available on this tab.

❑ Under **File Type**:

Field	Description
Grant Payments	If selected, all EFT grant payments for the selected date time stamp(s) are included in the EFT file. If multiple date time stamp records are selected, all records will be included in the same file. A list of data from the last ten check runs is displayed in the grid.
Pre-Note	If selected, all members with **PreNote** selected on the Grants and Projects > Tables > SSA Members > Bank Code tab are included in the file. The file is sorted by member number. After the prenote file is generated, the **PreNote** field is cleared on the Bank Code tab.
Effective Date	Type the effective date for the EFT file in the MM-DD-YYYY format. This is the date that the bank will transfer the funds to the vendor's bank.

❑ A list of available EFT payments or payment groups is displayed with the following details:

- **Check Date** - Displays the date on the check.
- **Check Processing Date** - Displays the date of the actual check run regardless of the **Check Date**.
- **From EFT Nbr** - Displays the beginning Finance EFT number for the check run.
- **To EFT Nbr** - Displays the ending Finance EFT number for the check run.

❑ Select the payments to be included in the EFT file. If **Pre-Note** is selected, payments cannot be selected.

❑ Click **Create EFT File** to create the EFT file. If **Pre-Note** is selected, the Grants and Projects EFT Pre-Note Report is displayed with a zero transaction. Otherwise, the Grants and Projects EFT Report is displayed with a list of transactions to be processed. Review the report.

❑ Click **Process** to proceed. A dialog box is displayed with a preset File name.

- If **Grant Payments** is selected, the GRANTS_EFT_CCCDDD_MMDDYYYY.txt file is generated with the actual EFT payments for each vendor.
- If **Pre-Note** is selected, the GRANTS_Prenote_CCCDDD_MMDDYYYY.txt file is generated for those members with **Pre-Note** selected on their bank information record.

You can type a different name for the file, and save the file on your computer or network.

❑ Click **Cancel** to close the report and return the Create EFT file tab.


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